



ABN 81 913 830 179

Property, Stock and Business Agents Act 2002
Application for a Licence - INDIVIDUAL

OFFICE USE ONLY
Application No.

Professional Indemnity Insurance

For information about your obligation to be insured under a policy of professional indemnity insurance, go to www.fairtrading.nsw.gov.au

LICENCE FEE: \$520.00 - applicable from 1 July 2017 to 30 June 2018
No fee is payable if you hold a current licence and you are applying for an additional licence.
(Fees are GST exempt and include a non-refundable processing component)

For payment options please refer to page 4.

Apply using this form OR apply online at www.onegov.nsw.gov.au and receive a discount

Note: It is an offence for you to act as or carry on the business of an agent under the Property, Stock and Business Agents Act 2002 if you do not hold the relevant licence under the Act.

Fair Trading will aim to make a decision on your application within 6 weeks after receiving all relevant information from you and other agencies.

1. LICENCE TYPE BEING APPLIED FOR

You may apply for one or more of the licences listed below. You must have the approved qualifications for each licence you are applying for (see pages 5 to 9 for details of approved qualifications) unless you are applying under mutual recognition legislation. Please tick the appropriate box(es) below.

- Real Estate Agent, Business Agent, Stock and Station Agent, Strata Managing Agent, Buyer's Agent (conditional real estate agent's licence)

2. APPLICANT DETAILS

Surname: Given Names:

Other names you are, or have been known by (including maiden name):

Date of Birth: Place of Birth:

Residential Address:

Postcode:

Email Address to which correspondence, including renewal applications, will be sent: @

Postal Address - Correspondence will be sent to this address if an email address is not provided:

Postcode:

Driver's Licence No: State/Territory of Issue:

Mobile No: Telephone No:

3. CURRENT LICENCE(S) HELD

If you currently hold a licence under the Act and are applying for an additional licence, please indicate the type of licence that you currently hold:

- Real Estate Agent Business Agent Stock and Station Agent Strata Managing Agent Buyers Agent

Licence number of current licence: _____ Expiry date: _____

Note: No fee is payable if you are applying for an additional licence

4. PREVIOUS LICENCE / CERTIFICATE OF REGISTRATION PARTICULARS

- a) Have you previously held a licence under the *Property, Stock and Business Agents Act 1941* or under the *Property, Stock and Business Agents Act 2002*? YES NO
- b) Do you or have you previously held a certificate of registration under the *Property, Stock and Business Agents Act 1941* or under the *Property, Stock and Business Agents Act 2002*? YES NO

If YES to either question, provide licence / certificate number: _____

If you hold a current certificate of registration, you may wish to surrender it upon the granting of the licence. To download a Notice of Surrender form, visit the Fair Trading website - www.fairtrading.nsw.gov.au - select *Forms* in the *Quick Links* box on the home page and follow the prompts to *Forms* under the *Property, Stock and Business Agents Act* or call 13 32 20.

5. BUSINESS ADDRESS

A licensee MUST have a registered office in New South Wales – the address specified below will be taken to be the registered office of the licensee. If the applicant intends to carry on business at more than one place of business, the address nominated below will be taken to be the principal place of business and the registered office of the licensee for the purposes of the Act.

New South Wales street address at which you intend to be employed or propose to carry on business:

Postcode: _____

Telephone Number: _____ Mobile Number: _____

Please provide details of any additional places of business on a separate page and submit with this application.

6. BUSINESS NAME

If you own the business that will be carried on at the above-specified address and that business will be carried on under a business name, **you must attach to this application a copy of a document issued by the Australian Securities and Investments Commission that confirms you are the business name holder.**

A business name will only be added to your licence record if this document has been provided.

7. IDENTIFICATION REQUIREMENTS

You must attach to this application legible evidence of your identity such as a copy of your driver licence, photo card, passport, birth certificate or change of name certificate.

8. PARTNERSHIP DETAILS

If you intend to carry on business in a partnership under the *Property, Stock and Business Agents Act 2002*, you must also complete a *Notification of Partnership Particulars* form.

To download the form, visit the Fair Trading website - www.fairtrading.nsw.gov.au - select *Forms* in the *Quick Links* box on the home page and follow the prompts or call 13 32 20.

9. AUCTIONEER ACCREDITATION

Licensed real estate agents and stock and station agents must not act as an auctioneer unless they are accredited as an auctioneer.

If you wish to apply for an accreditation as an auctioneer you must have the specified qualifications (refer to page 8 of this application form for details) and must also complete an *Application for ACCREDITATION AS AN AUCTIONEER* form. For all Property Licensing forms, visit the Fair Trading website - www.fairtrading.nsw.gov.au - select *Forms* in the *Quick Links* box on the home page and follow the prompts or call 13 32 20.

10. DISCLOSURE QUESTIONS

If you answer **Yes** to any of the following questions, please provide full details on a separate sheet.

1. Have you been convicted in NSW or elsewhere of ANY offence that was recorded in the last 10 years? Yes No
2. Have you had a conviction recorded in the last 5 years for an offence of licence or certificate lending under the *Property, Stock and Business Agents Act 2002*? Yes No
3. Are you now, or have you been in the preceding 3 years, an undischarged bankrupt? Yes No
4. Have you in the preceding 3 years applied to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounded with your creditors or made an assignment of your remuneration for their benefit? Yes No
5. In the last 3 years, did you cease to be concerned in the management of, or a director of, ANY corporation that became an externally-administered body corporate within 12 months of the date you ceased? Yes No
6. Are you now, or were you at any time in the preceding 3 years a director or person concerned in the management of ANY externally-administered body corporate (within the meaning of the *Corporations Act 2001*)? Yes No
7. Are you disqualified from holding a licence, certificate of registration, permit or other authority under legislation administered by the Minister responsible for Fair Trading or under a corresponding law? Yes No
8. Do you hold a licence, certificate of registration, permit or other authority that is suspended under legislation administered by the Minister responsible for Fair Trading or under a corresponding law? Yes No
9. Do you owe an amount to the Crown for the recovery of payments from the Compensation Fund? Yes No
10. Do you owe a monetary penalty payable in relation to disciplinary proceedings or have you failed to comply with a direction given by the Commissioner under the *Property, Stock and Business Agents Act 2002*? Yes No

11. QUALIFICATIONS

You must attach to this application a clearly legible copy of your qualifications unless applying under mutual recognition legislation. Do not send originals. Please refer to pages 5–9 of this form for details of required qualifications.

12. DECLARATION BY APPLICANT

I apply for the grant of a licence under the *Property, Stock and Business Agents Act 2002* and certify that the particulars specified in this application and all attachments are, to the best of my knowledge, true and correct in every detail.

Statement under the Privacy and Personal Information Protection Act 1998.

The applicant for this licence:

1. authorises NSW Fair Trading to make any inquiries and to receive and disclose any information which is relevant to the applicant's initial and ongoing eligibility to hold this licence;
2. acknowledges that information will be placed on a register open to the public in accordance with the *Property, Stock and Business Agents Act 2002*;
3. accepts that failure to supply information required on this application form may delay the processing of the application; and
4. has a right to seek access to and correction of information supplied.

NOTE: It is an offence under the *Crimes Act 1900* to make a false or misleading statement in this document. The maximum penalty is imprisonment for two years or a fine of \$22,000 or both.

Signature:..... Date:.....

Full Name:

How to lodge this document

🖱 **Online**
www.onegov.nsw.gov.au
and receive a discount

Or

📍 **Service NSW Service Centre**
For the location of your nearest Service NSW Service Centre, go to www.service.nsw.gov.au or telephone 13 77 88.

Fair Trading will aim to make a decision on this application within 6 weeks after receiving all relevant information from you and other agencies.

For any enquiries regarding this application contact Property Licensing:

Tel: (02) 9619 8799

TTY: (02) 9619 8673

PAYMENT OPTIONS

Indicate your payment method.

Credit Card

ONLY MasterCard and Visa are accepted. **Credit Card payments are subject to a 0.4% merchant fee.**

If paying by credit card, provide the credit card particulars below.

MasterCard Visa

Credit Card Number:

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Expiry Date:

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Amount \$:

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Card Holder's Name (BLOCK LETTERS)

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Card Holder's Signature

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GUIDE TO QUALIFICATIONS

You must provide with this application evidence of your qualifications for the licence type being applied for unless you are applying under mutual recognition legislation.

The qualifications required for the issue of a licence are set out in the *Property, Stock and Business Agents (Qualifications) Order 2009*. The qualifications required for accreditation as an auctioneer are set out in the *Property, Stock and Business Agents (Auctioneers Qualifications) Order 2009*.

The Qualifications Orders may be viewed at www.legislation.nsw.gov.au

Real Estate Agent Licence

1. A person has the qualifications required for the issue of a real estate agent's licence if a registered training organisation has issued the person with a **CPP40307 Certificate IV in Property Services (Real Estate) demonstrating competency in:**
 - (a) either of the following units of competency:
 - (i) CPPDSM4009A—Interpret legislation to complete agency work,
 - (ii) CPPDSM4009B—Interpret legislation to complete agency work, and
 - (b) either of the following units of competency:
 - (i) CPPDSM4015A—Minimise agency and consumer risk,
 - (ii) CPPDSM4015B—Minimise agency and consumer risk, and
 - (c) either of the following units of competency:
 - (i) CPPDSM4004A—Conduct auction,
 - (ii) CPPDSM4020A—Present at tribunals, and
 - (c1) either of the following units of competency:
 - (i) BSBRKG304B—Maintain business records,
 - (ii) BSBRKG304—Maintain business records, and
 - (c2) either of the following units of competency:
 - (i) BSBLED401A—Develop teams and individuals,
 - (ii) BSBLED401—Develop teams and individuals, and
 - (d) all of the following units of competency:
 - (i) CPPDSM4007A—Identify legal and ethical requirements of property management to complete agency work,
 - (ii) CPPDSM4008A—Identify legal and ethical requirements of property sales to complete agency work,
 - (iii) CPPDSM4080A—Work in the real estate industry,
 - (iv) CPPDSM4003A—Appraise property,
 - (v) CPPDSM4005A—Establish and build client–agency relationships,
 - (vi) CPPDSM4006A—Establish and manage agency trust accounts,
 - (vii) CPPDSM4010A—Lease property,
 - (viii) CPPDSM4011A—List property for lease,
 - (ix) CPPDSM4012A—List property for sale,
 - (x) CPPDSM4013A—Market property for lease,
 - (xi) CPPDSM4014A—Market property for sale,
 - (xii) CPPDSM4016A—Monitor and manage lease or tenancy agreement,
 - (xiii) CPPDSM4017A—Negotiate effectively in property transactions,
 - (xiv) CPPDSM4019A—Prepare for auction and complete sale,
 - (xv) CPPDSM4022A—Sell and finalise the sale of property by private treaty,
 - (xvi) CPPDSM4049A—Implement maintenance plan for managed properties,
 - (xvii) CPPDSM4056A—Manage conflict and disputes in the property industry,
 - (xviii) BSBSMB406A—Manage small business finances,
 - (e) at least one elective unit of competency of the candidate's own choice from the property sales and management, specialist or common units from CPP40307 Certificate IV in Property Services (Real Estate).
2. A person has the qualifications required for the issue of a real estate agent's licence if the person has held a real estate agent's licence in the 12 months preceding the making of an application for the equivalent licence.

Stock and Station Agent Licence

1. A person has the qualifications required for the issue of a stock and station agent's licence if a registered training organisation has issued the person with a **CPP40407 Certificate IV in Property Services (Stock and Station Agency)** demonstrating competency in all of the following units of competency:
 - (a) either of the following units of competency:
 - (i) CPPDSM4009A—Interpret legislation to complete agency work,
 - (ii) CPPDSM4009B—Interpret legislation to complete agency work, and
 - (b) either of the following units of competency:
 - (i) CPPDSM4015A—Minimise agency and consumer risk,
 - (ii) CPPDSM4015B—Minimise agency and consumer risk, and
 - (b1) either of the following units of competency:
 - (i) BSBSMB406A—Manage small business finances,
 - (ii) BSBSMB406—Manage small business finances, and
 - (b2) either of the following units of competency:
 - (i) BSBLED401A—Develop teams and individuals,
 - (ii) BSBLED401—Develop teams and individuals, and
 - (c) all of the following units of competency:
 - (i) CPPDSM4008A—Identify legal and ethical requirements of property sales to complete agency work,
 - (ii) CPPDSM4024A—Advise clients on livestock sale and purchase options,
 - (iii) CPPDSM4039A—Conduct livestock sale by auction,
 - (iv) CPPDSM4068A—Prepare livestock for sale at saleyards,
 - (v) CPPDSM4075A—Select livestock for sale,
 - (vi) CPPDSM4077A—Sell livestock by private sale,
 - (vii) CPPDSM4081A—Work in the stock and station agency sector,
 - (viii) CPPDSM4021A—Sell and finalise sale of rural property by private treaty,
 - (ix) CPPDSM4067A—Plan for and complete sale of rural property by auction,
 - (x) CPPDSM4052A—List and market rural property for sale or lease,
 - (xi) CPPDSM4030A—Appraise rural property,
 - (xii) CPPDSM4005A—Establish and build client–agency relationships,
 - (xiii) CPPDSM4006A—Establish and manage agency trust accounts,
 - (xiv) CPPDSM4051A—Lease rural property,
 - (xv) CPPDSM4073A—Provide rural property management services,
 - (xvi) CPPDSM4056A—Manage conflicts and disputes in the property industry.
2. A person has the qualifications required for the issue of a stock and station agent's licence if the person has held a stock and station agent's licence in the 12 months preceding the making of an application for the equivalent licence.

Business Agent Licence

1. A person has the qualifications required for the issue of a business agent's licence if a registered training organisation has issued the person with a **CPP40507 Certificate IV in Property Services (Business Broking)** demonstrating competency in all of the following units of competency:
 - (a) either of the following units of competency:
 - (i) CPPDSM4015A—Minimise agency and consumer risk,
 - (ii) CPPDSM4015B—Minimise agency and consumer risk, and
 - (a1) either of the following units of competency:
 - (i) BSBLED401A—Develop teams and individuals,
 - (ii) BSBLED401—Develop teams and individuals, and
 - (a2) either of the following units of competency:
 - (i) BSBCUS401A—Co-ordinate implementation of customer service strategies,
 - (ii) BSBCUS401—Co-ordinate implementation of customer service strategies, and
 - (a3) either of the following units of competency:
 - (i) BSBSMB406A—Manage small business finances,
 - (ii) BSBSMB406—Manage small business finances, and

- (b) all of the following units of competency:
 - (i) CPPDSM4006A—Establish and manage agency trust accounts,
 - (ii) CPPDSM4029A—Appraise business,
 - (iii) CPPDSM4053A—List business for sale,
 - (iv) CPPDSM4060A—Negotiate sale and manage sale to completion or settlement,
 - (v) CPPDSM4061A—Obtain prospects for listing,
 - (vi) CPPDSM4069A—Promote and market listed business,
 - (vii) CPPDSM4079A—Work in the business broking sector,
 - (viii) CPPDSM4008A—Identify legal and ethical requirements of property sales to complete agency work.
2. A person has the qualifications required for the issue of a business agent's licence if the person has held a business agent's licence in the 12 months preceding the making of an application for the equivalent licence.

Strata Managing Agent Licence

1. A person has the qualifications required for the issue of a strata managing agent's licence if a registered training organisation has issued the person with a qualification demonstrating:
- (a) successful completion of either a CPP40609 Certificate IV in Property Services (Operations), or a CPP40611 Certificate IV in Property Services (Operations), demonstrating competency in:
 - (i) either of the following units of competency:
 - (A) CPPDSM4048A—Implement customer service strategies in the property industry,
 - (B) CPPDSM4048B—Implement customer service strategies in the property industry, and
 - (ii) all of the following units of competency:
 - (A) CPPDSM4028A—Identify and analyse risks and opportunities in the property industry,
 - (B) CPPDSM4044A—Coordinate maintenance and repair of properties and facilities,
 - (C) CPPDSM4047A—Implement and monitor procurement process,
 - (D) CPPDSM4057A—Monitor a safe workplace in the property industry,
 - (E) CPPDSM4063A—Participate in developing and establishing property or facilities contracts,
 - (F) CPPDSM4072A—Provide leadership in the property industry,
 - (G) CPPDSM4006A—Establish and manage agency trust accounts,
 - (H) CPPDSM4034A—Assess and implement strata/community management agreement,
 - (I) CPPDSM4045A—Facilitate meetings in the property industry,
 - (J) CPPDSM4056A—Manage conflict and disputes in the property industry,
 - (K) CPPDSM4074A—Select and appoint contractors in the property industry, and
 - (iii) either of the following units of competency:
 - (A) BSBREL401A—Establish networks,
 - (B) BSBREL401—Establish networks, and
 - (iv) either of the following units of competency:
 - (A) BSBLED401A—Develop teams and individuals,
 - (B) BSBLED401—Develop teams and individuals, and
 - (v) either of the following units of competency:
 - (A) BSBFIA402A—Report on financial activity,
 - (B) BSBFIA402—Report on financial activity, and
 - (vi) either of the following units of competency:
 - (A) BSBRKG304B—Maintain business records,
 - (B) BSBRKG304—Maintain business records, and
 - (vii) either of the following units of competency:
 - (A) BSBSMB402A—Plan small business finances,
 - (B) BSBSMB402—Plan small business finances, and

- (viii) either of the following units of competency:
 - (A) BSBSMB406A—Manage small business finances,
 - (B) BSBSMB406—Manage small business finances, and
 - (b) successful completion of either of the following units of competency from the Certificate III in Property Services (Operations):
 - (i) CPPDSM3019A—Communicate with clients as part of agency operations,
 - (ii) CPPDSM3019B—Communicate with clients as part of agency operations, and
 - (c) successful completion of each of the following units of competency from the Certificate III in Property Services (Operations):
 - (i) CPPDSM3016A—Work in the property industry,
 - (ii) CPPDSM3017A—Work in the strata/community management sector.
2. A person has the qualifications required for the issue of a strata managing agent's licence if the person has held a strata managing agent's licence in the 12 months preceding the making of an application for the equivalent licence.

Buyer's Agent Licence

1. A person has the qualifications required for the issue of a real estate agent's licence subject to the condition that the holder of the licence act only as a buyer's agent, if a registered training organisation has issued the person with **a statement of attainment or a qualification demonstrating competency in all of the following units of competency:**
- (a) either of the following units of competency:
 - (i) CPPDSM3019A—Communicate with clients as part of agency operations,
 - (ii) CPPDSM3019B—Communicate with clients as part of agency operations, and
 - (b) either of the following units of competency:
 - (i) CPPDSM4015A—Minimise agency and consumer risk,
 - (ii) CPPDSM4015B—Minimise agency and consumer risk, and
 - (b1) either of the following units of competency:
 - (i) BSBLED401A—Develop teams and individuals,
 - (ii) BSBLED401—Develop teams and individuals, and
 - (c) all of the following units of competency:
 - (i) CPPDSM4001A—Act as a buyer's agent,
 - (ii) CPPDSM4003A—Appraise property,
 - (iii) CPPDSM4005A—Establish and build client-agency relationships,
 - (iv) CPPDSM4022A—Sell and finalise the sale of property by private treaty,
 - (v) CPPDSM4080A—Work in the real estate industry,
 - (vi) CPPDSM4008A—Identify legal and ethical requirements of property sales to complete agency work.
2. A person has the qualifications required for the issue of a real estate agent's licence subject to the condition that the holder of the licence act only as a buyer's agent if the person has held a real estate agent's licence subject to the condition that the holder of the licence act only as a buyer's agent, or a real estate agent's licence, in the 12 months preceding the making of an application for the equivalent licence.

Auctioneer Accreditation

To be accredited as an auctioneer, applicants will need to satisfy qualification requirements in connection with the conduct of auctions and the functions of auctioneers. The qualification requirements are:

For a real estate agent to be accredited as an auctioneer:

The holder of a real estate agent's licence has approved qualifications for accreditation as an auctioneer if:

- (a) a registered training organisation has issued the person with a statement of attainment or a qualification demonstrating competency in both of the following units of competency:
 - (i) CPPDSM4004A—Conduct auction, and
 - (ii) CPPDSM4019A—Prepare for auction and complete sale, or
- (b) before 1 June 2012, a registered training organisation has issued the person with a statement of attainment or a qualification demonstrating competency in PRD01 Unit of Competency PRDRE26A—Conduct property sale by auction.

For a stock and station agent to be accredited as an auctioneer:

The holder of a stock and station agent's licence has approved qualifications for accreditation as an auctioneer if:

- (a) a registered training organisation has issued the person with a statement of attainment or qualification demonstrating competency in both of the following units of competency:
 - (i) CPPDSM4039A—Conduct livestock sale by auction, and
 - (ii) CPPDSM4037A—Conduct auction of rural property, or
- (b) before 1 June 2012, a registered training organisation has issued the person with a statement of attainment or a qualification demonstrating competency in both of the following units of competency:
 - (i) PRD01 Unit of Competency PRDSSA23A—Conduct auction sale, and
 - (ii) PRD01 Unit of Competency PRDSSA32A—Conduct livestock sale by auction.

Professional Indemnity Insurance

For information about your obligation to be insured under a policy of professional indemnity insurance, go to www.fairtrading.nsw.gov.au.

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